

**Memorandum – Approval and Release to Submit Financial Data to Sponsor  
(First Request)**

DATE: Date (30 days after project end date)

TO: Fiscal Contact  
CC: Principal Investigator

FROM: OSP Accountant

RE: Sponsor Contract ID:  
PTAEO:

Our records indicate that we are nearing a deadline for submitting a financial report and/or final invoice to the sponsor for the above referenced project(s). Therefore, I am writing to request confirmation from you and the Principal Investigator that expenditures made to the project(s) listed above are final and are ready to be reported to the sponsor.

It may not be too late to request a no-cost extension if needed, although such a request will likely have to be approved by the sponsor. If there are any other situations in which the project will be extended, please alert OSP by routing an SP-23 through the normal process. Please note that this memo is driven by data from the UVA accounting system (the Integrated System) and there may be occasions when a date change is in process but has not yet been entered into the accounting system prior to this letter being generated.

As a reminder, a patent and/or technical report may also be coming due, please touch base with the Principal Investigator to insure that all reports are filed timely.

If you have any questions or concerns, please do not hesitate to contact me. Otherwise, please respond by signing and returning the checklist to OSP as soon as possible. Please scan/email, or fax (2-3096) the signed document to my attention (which allows me to take action) and then send the original via messenger mail.

**Sponsor Contract ID:**

**PI:**

**PTAEO:**

## Review Checklist

Please review with the Principal Investigator. The following checklist is not comprehensive, but serves as a guide for your review to insure the following:

- 1. Expenditures have been reviewed to insure there are no administrative costs (CAS) charged to the project without prior approval.
- 2. Per University Financial and Administrative Procedure 1-4A, have you reviewed ALL expenditures for errors, accuracy of charges?
- 3. Have you reviewed your Labor charges? Have you run the PI Labor Schedule Reports and reviewed them for errors and accuracy? LD adjustments after the fact must be prevented to ensure sponsor confidence in the accounting system.
- 4. Are subcontracts involved? If yes, be sure that all invoices (including final) been received and paid using the appropriate expenditure type.
- 5. Are there outstanding purchase orders (POs) or limited purchase orders (LPOs) that should be closed?  
**Please note:** POs or LPOs that are not “finally closed” allow expenditures to be posted to a PTAEO even when those charges come in after closeout or the end date of the PTAEO. As a reminder, departments are responsible for “finally closing” LPOs and POs, as well as any costs that result from not “finally closing” a LPO or PO.
- 6. All travel reimbursements and all University Service Center charges have been processed and paid.
- 7. All commitments have been cleared.
- 8. All expenditure adjustments have posted and all labor distribution adjustments have been made. Are there any outstanding Oracle transactions not showing on your Discoverer BBA report? If so, this could indicate a problem and OSP needs to be made aware of this circumstance. Remember, Oracle usage batches (cost transfers) only post weekly, and should have a status of “released” to be considered complete.
- 9. Are there cost overruns? If yes, be sure they have been transferred to a non-sponsored program account, and identified appropriately.
- 10. Are budget re-allocations necessary? If yes, has an SP-23 been processed through the appropriate channels? If yes, be sure those changes appear in the BBA report.
- 11. Will there be a competitive renewal submitted? If yes, OSP needs to be made aware of this circumstance.

